

February 19, 2002

To all Competitive Electricity Providers:

Maine's electric restructuring rules require that competitive electricity providers (CEPs) submit annual reports to the Maine Public Utilities Commission (Commission) on or before May 1<sup>st</sup> of each year. These reports allow us to monitor the progress of restructuring in Maine and verify the CEPs are complying with certain portions of Maine's rules. The reporting requirements are contained in Chapters 305, 306, and 311 of the Commission's rules, which can be obtained from our web site at [www.state.me.us/mpuc](http://www.state.me.us/mpuc).

In order to simplify the annual reporting process for both the CEPs and the Commission, we have developed the attached form. If you are an aggregator or broker, you are only required to complete the information regarding customer complaints and enforcement actions. We request that all other CEPs, including those providing standard offer service, provide all the information that is included on the form.

The annual report information for calendar year 2001 is to be filed by May 1, 2002.

**Please respond whether you had energy sales in Maine or not – this will allow us to track the activity in the state and is the only way we have of knowing that you did not unintentionally not file.**

If you have any questions regarding the reporting requirements, please contact Lucretia Smith by phone at (207) 287-1383 or by e-mail at [Lucretia.Smith@state.me.us](mailto:Lucretia.Smith@state.me.us).

Sincerely,

Raymond Robichaud  
Assistant Administrative Director

Competitive Electricity Provider  
Annual Reporting Under Chapters 306, 306, and 311  
For the Year Ended 2001

**Due May 1, 2002**

1. Chapter 305 (2)(D)(1) For each service territory served, complete the following chart:

<b>Customer Class*</b>	<b>KWh sales</b>	<b>Revenues</b>	<b>Average \$/kWh</b>
Residential and Small Non-Residential			
Medium Non-Residential			
Large Non-Residential			
<i>* As defined in Chapter 301</i>			

2. Chapter 305 (2)(D)(1)(c) – customer complaints: Provide a summary of customer complaints received and resolved by the competitive electricity provider:
3. Chapter 305 (2)(D)(1)(d) – enforcement actions: Identification of any formal enforcement action initiated against or concluded against the licensee or an affiliated interest engaged in retail sale of electricity in the United States or Canada by any federal, state or local agency with respect to the sale of electricity at retail.
4. Chapter 305 (2)(D)(1)(e) – ownership or control: Report any changes in the licensee's ownership or control.
5. Chapter 306(2)(H)(2)(a) – copies of disclosure labels available to customers during the reporting period. Please indicate which class of customers and the time period the label is applicable to.

**Due May 1, 2002**

6. Chapter 306(2)(H)(2)(b) and Chapter 311 (5)(C)(1 to 3) – To verify the accuracy of the company's resource portfolio for both the disclosure labels and the resource portfolio requirements, please complete the information on Attachment 1. Also, if available, please provide the information to the Commission in an Excel spreadsheet or other electronic format.<sup>1</sup>
7. Chapter 306(2)(H)(2)(c) – if you disaggregate your portfolio, provide the table requested in Item #6 showing any disaggregation during the year.
8. Chapter 311 (5)(C)(1 to 3) – provide the following information:

<b>Information required:</b>	<b>Total – Kilowatt-hours</b>
Total retail kWh sales in Maine	
Total retail kWh sales in Maine served from eligible resources	

9. Chapter 311 (5)(C)(4) and Chapter 311 (5)(D) – These sections require you to demonstrate that resources used to satisfy the 30% portfolio requirement have not been sold or otherwise claimed as applicable to load served in other jurisdictions and that you have complied with the resource portfolio requirement. One way to do this is to provide an officer's certification in the form of an affidavit that these requirements have been met.

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<sup>1</sup> If you would like the template in Excel, please contact Lucretia Smith by e-mail at [Lucretia.Smith@state.me.us](mailto:Lucretia.Smith@state.me.us) for a copy.